

Department of Energy

Bonneville Power Administration
P.O. Box 3621
Portland, Oregon 97208-3621

ENVIRONMENT, FISH AND WILDLIFE

January 28, 2004

In reply refer to: KEWB-4

To: F&W Contractors/Sponsors

It has been over a year since the Bonneville Power Administration's Division of Fish and Wildlife, working in collaboration with you, our contractors, embarked on a major effort to improve its project management and fish and wildlife contracting practices to be more efficient and business-like. I would like to take this opportunity to express my appreciation for the helpful suggestions, cooperation and support we have received from many of you as we move forward with this process.

You may be aware that February 1, 2004, is the deadline for implementing the new Fish and Wildlife invoicing information guidelines spelled out in the Contract Management Manual, published November 7, 2003. The effort that some of you have made in providing this increased level of information to us has been impressive and is much appreciated.

Beginning February 1, contractors who are not yet in compliance with the invoicing guidelines will receive two notifications in the form of a copy of their invoice with an attachment documenting what information is lacking or insufficient. The third and following invoices will be rejected until such time as the information is provided, or we have consulted and agreed upon an alternative means for providing the information. Contractors that do not provide the required information by the contract end date are subject to non-renewal.

I realize that the new invoice guidelines represent additional work for you and your staff and apologize for any inconvenience. However, the guidelines are in keeping with common business practice and are necessary to ensure the cost-effectiveness of the Fish and Wildlife Program. If you have any questions please contact your COTR.

Sincerely,

Scott R. Hampton
Manager, EF&W Business Operations Support